



**United States Interagency Council on Homelessness  
Regional Coordinator  
Job Description**

**January 2021**

**Position Title:** Regional Coordinator

**Salary range, grade, and job family:** **GS-14.** Position is an Excepted Service, Schedule A appointment. This position is full-time and includes federal government benefits.

**Location:** This position is located in several different duty stations throughout the U.S. Preference will be given to candidates who are located in or are willing to relocate at their own expense to any of the following states (listed in alphabetical order, not order of preference): Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, Texas. Significant travel is required.

**Reports to:** Director of National Initiatives

**External and Internal Interactions:**

Interactions	% Of Time Spent
<i>External clients</i>	65
<i>Internal clients</i>	20
<i>Direct reports</i>	0
<i>Staff (below directs)</i>	0
<i>Peers</i>	15
<i>Vendors</i>	0

Number of **direct** and **indirect reports:** 0

**Education and Qualifications:** 5 years or more of directly related experience. A post baccalaureate degree or equivalent work experience.

**Technology Used:** Microsoft Office suite of standard products

**Travel Required:** Frequent travel is required.

**Key Roles for this Position:** The incumbent works as part of the National Initiatives Team, which serves as the bridge between the work of the Council, the nation's governmental leaders, and communities across the U.S.

**Major Duties and Responsibilities:**

- Regional Coordinators are part of the USICH National Initiatives team and serve as the bridge between the work of the Council, the nation's governmental leaders, and communities across the United States. Four Regional Coordinators work in specific areas of the country to support and enhance efforts to end homelessness and facilitate implementation of the Federal Strategic Plan to Prevent and End Homelessness.
- Activities typically involve convening stakeholders at every level of government and with the private sector, encouraging implementation of strategies that maximize the impact of federal resources, and supporting strategic planning efforts.
- Regional Coordinators disseminate information about proven practices, bridge linkages among communities, and share practical resources to support community efforts and foster momentum through shared knowledge and cross-community collaboration.
- In addition to their independent work in communities, Regional Coordinators support the USICH Executive Director, Policy Directors, and Director of National Initiatives by planning community visits, arranging

meetings, providing briefing documents, drafting talking points, serving as liaison and following-up on technical support activities with government agencies at the federal and state and community levels.

- Regional Coordinators represent USICH to elected officials, governors, mayors, congressional representatives and/or their key aides, county officials/executives, city managers and other public interest groups concerned with federal programs.
- Regional Coordinators are responsible for keeping USICH headquarters current and informed of major developments, efforts, and progress in states and communities within their regional coverage. This includes monitoring the activities and establishment of State Interagency Councils to End Homelessness, the development of strategic plans to end homelessness and the alignment of such plans with the goals and objectives of the Federal Strategic Plan to Prevent and End Homelessness, as well as major policy initiatives and innovations.
- Perform other tasks as requested by Director of National Initiatives or Executive Director.

### **Specialized Knowledge, Skills, Experience and Nature of Work**

USICH is seeking candidates who demonstrate the following specialized knowledge, skills and experience:

- Expert level knowledge and mastery of public systems that serve people at risk of and experiencing homelessness. Demonstrated understanding of principles and implementation of practices that apply evidence based and innovative solutions to homelessness.
- Expert knowledge of federal homelessness and housing programs along with the governing laws, regulations, methodologies, and/or policies to include technical knowledge of issues surrounding homelessness.
- Comprehensive understanding of federal and state programs that provide supportive services for persons in housing, public benefits programs, healthcare, employment programs, and programs and services for persons with disabilities.
- Understanding of strategies and programs that can be employed to serve specific subpopulations; (i.e. chronically homeless, Veterans, families with minor children, youth)
- Demonstrated experience convening and coordinating diverse stakeholder groups.
- Expert knowledge and experience with strategic planning.
- Experience engaging diverse stakeholder groups.
- Involvement with systems reform.
- Excellent public speaking, verbal and written communication skills.
- Ability to be responsive to numerous concurrent requests and set priorities.
- Experience briefing and engaging senior level government officials.
- The purpose of the work performed by the incumbent is to carry out work processes specific to USICH. The work directly affects the overall accomplishment of the Council's mission, strategies, goals and objectives.
- Requires knowledge of mission, strategies, goals and objectives of USICH. Ability to plan, organize, prioritize, and perform work independently with often diverse and competing priorities. The work involves different processes and methods. The incumbent assumes standard responsibilities for prioritizing work, taking initiative to produce routine work products, as well as completion of special projects and assignments. Skill in interpersonal relationships, including the ability to communicate effectively, orally, and in writing with all levels of management and staff including those outside the organization. Ability to research and analyze data, and to prepare documents in preparation for meetings, conferences, and for other uses.
- The Regional Coordinator receives direct supervision from the Director of National Initiatives. Work is evaluated to ensure that overall objectives have been met. Incumbent may also receive instructions from the Executive Director, as necessary.

- Guides include verbal instructions, style manuals, correspondence handbooks, and established office procedures, policies and regulations.
- Personal contacts are generally with the employees of Council, member agencies, other federal, state and local entities, community leaders, agency directors, and the general public. The purpose of such contact is to furnish or get information.
- No special physical qualifications are required to perform the work. The work requires the ability to move around the office and carry light items such as office files.
- The work is performed primarily in an office setting but also in a variety of community settings.
- Significant travel is required, and occasional weekend duties may be required.

### Application Information

For immediate consideration, please email **all of the following** to [jobs@usich.gov](mailto:jobs@usich.gov):

1. *a cover letter that includes your availability and qualifications that match our requirements,*
2. *your resume,*
3. *your salary history.*

Announcement is open to all candidates.

- USICH is an Equal Employment Opportunity employer.
- You must be a U.S. citizen to be considered for this position.
- This position requires a background check; must be able to successfully pass and maintain clearance.
- All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.
- Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.
- This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.
- Position includes a 1-year probationary period in which incumbent can be terminated without cause. □ Relocation expenses are not authorized.
- Full-time position with federal government benefits. The federal government offers a number of exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. To find out more: <http://www.usajobs.gov/EI/benefits.asp>.
- This position is exempt from the Fair Labor Standards Act.
- This position is not in a bargaining unit.